

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

April 25, 2001

SUBJECT: MOTION PICTURE/TELEVISION FILMING WORK PERMITS

PURPOSE: This Order revises responsibilities for the review and approval of motion picture and television filming work permits within the City of Los Angeles. This Order also deactivates the Motion Picture/Television Filming Application/Renewal Form, Temporary Form 42, and activates the Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01. This Order supersedes Office of Operations Order No. 21, dated December 19, 1989.

PROCEDURE:

I. MOTION PICTURE/TELEVISION FILMING APPLICATION/RENEWAL FORM, TEMPORARY FORM 42 - DEACTIVATED. The Motion Picture/Television Filming Application/Renewal Form, Temporary Form 42, is deactivated. The deactivated forms shall be marked "obsolete" and placed into the divisional recycling bin.

II. MOTION PICTURE/TELEVISION FILMING WORK PERMIT APPLICATION/RENEWAL, FORM 01.47.01 - ACTIVATED. The Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01, is activated.

A. Use of Form. This form is used by active and retired Department employees to request permission to engage in outside employment at motion picture/television filming locations within the City of Los Angeles.

B. Completion. The information portion of this form is self-explanatory and shall be completed by the applicant. The applicant shall read and initial the rules and regulations portion of the application, and sign it prior to supervisory review.

C. Distribution.

*** Active Officers.**

- 1 - Original forwarded to Personnel Group after recommendation for approval or denial by the employee's commanding officer.
- 1 - Copy returned to the applicant upon approval by the Commanding Officer, Personnel Group.

2 - TOTAL*** Retired Officers.**

- 1 - Original submitted to Personnel Group for review and approval.
- 1 - Copy returned to the applicant upon approval by the Commanding Officer, Personnel Group.

2 - TOTAL

III. EMPLOYEE/RETIRED OFFICER'S RESPONSIBILITY. An employee or retired officer seeking employment at motion picture/television filming locations shall:

- * Complete the Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01;
- * Submit the completed application to his/her immediate supervisor for processing;

Note: Retired officers shall submit the completed application directly to the Work Permit Coordinator, Personnel Group, for approval.

- * Prior to processing of the application by Personnel Group, have a color photograph taken as directed by the Work Permit Coordinator, Personnel Group; and,

Note: Neither active employees nor retired officers shall engage in off-duty motion picture/television filming employment until final approval from Personnel Group has been obtained.

- * Comply with all rules and regulations as outlined on the Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01.

IV. SUPERVISOR'S RESPONSIBILITY. The supervisor receiving the Motion Picture/Television Filming Work Permit Application/Renewal shall:

- * Review the application for completeness;
- * Acknowledge receipt of the application by completing the "SUPERVISOR REVIEWING APPLICATION" line;
- * Ensure that the employment does not conflict with any duty restrictions the employee may have;

Note: An employee's duty restrictions **shall** be obtained by contacting Medical Liaison Section, and/or the Area Sick/IOD Coordinator.

- * Document any information discovered that may result in a denial of the request for motion picture/television filming employment;
- * Forward the original application with all associated documents to the requesting employee's commanding officer;
- * If the employee is requesting to use a two-wheeled motorcycle, ensure the requirements of Rule No. 4 on the application are verified; and,
- * If the employee is requesting to use a two-wheeled motorcycle, ensure that the requesting employee has included copies of his/her current driver's license endorsed for motorcycle operation, current motorcycle registration, and proof of insurance.

V. COMMANDING OFFICER'S RESPONSIBILITY. The commanding officer of an employee requesting to engage in outside employment at motion picture/television filming locations shall:

- * Review the application for appropriateness;
- * Ensure that the requesting employee and reviewing supervisor have included copies of the required documentation;
- * Review the documents to ensure the reviewing supervisor has conducted the appropriate investigation and that it does not conflict with any duty restrictions the employee may have;
- * Recommend approval or denial of the application by completing the "COMMANDING OFFICER, DIVISION OF ASSIGNMENT" line; and,

Note: The commanding officer's signature **does not** constitute approval of the request for motion picture/television filming employment.

- * Submit the application to Personnel Group.

If denial of the application is recommended, the reason shall be stated in an Intradepartmental Correspondence, Form 15.2, and submitted to the Commanding Officer, Personnel Group, along with the application.

VI. UNIFORMED SUPPORT DIVISION, UNIFORMED SERVICES GROUP

RESPONSIBILITY. The Commanding Officer, Uniformed Support Division (USD), is designated the Movie Industry Coordinator and is responsible for liaison and coordination with the entertainment industry for production of motion picture and television filming. The Commanding Officer, USD, shall work in conjunction with the Commanding Officer, Personnel Group, in circumstances where Los Angeles Municipal Code (LAMC) sections or Department rules and regulations regarding Motion Picture/Television Filming Work Permits may have been violated. Uniformed Support Division shall:

- * Investigate all complaints made against retired officers who have violated LAMC sections or Department rules and regulations covered by the Motion Picture/Television Filming Work Permit; and,
- * Complete all complaint investigations and recommend adjudication of complaints concerning retired officers and forward the completed investigation and recommended adjudication to the Commanding Officer, Personnel Group, for approval.

Note: In cases where off-duty, active Department personnel are alleged to have violated LAMC sections or Department rules and regulations, the Commanding Officer, USD, shall notify the involved officer's commanding officer for appropriate action.

VII. COMMANDING OFFICER, PERSONNEL GROUP RESPONSIBILITY. The Commanding Officer, Personnel Group, is responsible for:

- * Reviewing, processing, and investigating each active and/or retired officer's Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01;
- * Final approval or denial of each active and/or retired officer's application;

Note: Officers who have been denied the Motion Picture/Television Filming Work Permit may appeal the denial by utilizing the appeal procedure in accordance with Department Manual Section 3/744.36.

- * Ensuring that the employment request by the active officer does not conflict with any duty restrictions;

- * Issuing Los Angeles Police Department Motion Picture/Television Filming Identification Cards to eligible officers;
- * Maintaining files of active and retired officers who are in possession of valid Motion Picture/Television Filming Work Permits;
- * Approving investigations and adjudications of complaints made against retired officers with Motion Picture/Television Filming Work Permits;
- * Maintaining files of adjudicated complaints made against retired officers with Motion Picture/Television Filming Work Permits;
- * Conducting administrative hearings for retired officers to suspend, revoke, or deny Motion Picture/Television Filming Work Permits as per LAMC Section 80.03.1;

Note: Retired or off-duty officers who fail to comply with the rules and regulations of their Motion Picture/Television Filming Work Permits may be subject to suspension or revocation of their Motion Picture/Television Filming Work Permits. Active officers may also be subject to disciplinary action by the Department.

- * Monitoring the rules and regulations outlined on Form 01.47.01 and making recommendations for form revisions when necessary;
- * Working in conjunction with the Commanding Officer, USD, in circumstances where LAMC sections or Department rules and regulations regarding Motion Picture/Television Filming Work Permits may have been violated; and,
- * Maintaining liaison with the City Attorney's Office and Employee Relations Group regarding work permit regulations and laws.

FORM AVAILABILITY: The Motion Picture/Television Filming Work Permit Application/Renewal, Form 01.47.01, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days and will be available on the Local Area Network (LAN). A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order adds Section 5/1.47.01 and amends Sections 2/630.15, 2/631.01, 3/744.20, 3/744.24, 3/744.32, and 3/744.36 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "A"